

Safety Instructions for External Companies

As at: July 2013



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1 Foreword

These safety instructions for external companies as provided by KRONES AG summarize instructions and other pertinent information designed to ensure the safety of individuals and protection of material assets on your premises. We are providing these instructions in order to avoid personal injury and damage to material assets, prevent any negative impact on the environment, and increase overall safety on company grounds. The guidelines issued by KRONES AG must be observed by suppliers and service providers alike.

These instructions are rooted in applicable laws, provisions, regulations, official licences and permits, directives from authorities, and generally accepted rules concerning the use and application of technology.

To avoid any ambiguity, we would also like to point out that the managerial authority of our coordinator with respect to questions regarding occupational health and safety as they concern the employees of your company engaged in work-related activities on our premises does not absolve your supervisors from their obligations and responsibilities (in particular, their supervisory duties) as they pertain to your employees.

Should you have any questions about these safety rules and regulations, please contact the PMuS Central Safety Management department or the safety experts present on site.

2 General Rules of Conduct

Access to Company Grounds

The grounds of KRONES AG may only be accessed by individuals who have a valid company ID card or a visitor card. The owners of the passes are obligated to observe and maintain the applicable safety provisions after they have provided their signature and are given access clearance.

Visitor cards that are issued must be presented at all designated points so that visiting times may be entered and handed to Plant Security when the company grounds are left.

ID Cards for External Companies

Every employee of an external company must contact Plant Security at the respective location to apply for an ID card. Externals will then be provided with a KRONES ID card containing a photo or a visitor card, depending on the type of work involved and the duration of the assignment. The card must be carried by the employee in a way that is easy to see and read at all times.

ID cards must also be returned to Plant Security when the work contact expires.

Any ID card that is lost must be reported to Plant Security immediately.

Work Performed Outside Standard Working Hours

Work that is performed outside regular working hours (7 a.m. to 5 p.m.) must be approved by the respective specialist department and reported to Plant Security ahead of time. All such work for which approval has not been granted or reported accordingly must be stopped.

Traffic

Non-KRONES vehicles require an entry permit to drive onto the factory premises. For vehicles equipped with a tachograph, the tachograph sheet must be presented to Plant Security if security personnel wish to inspect it.

The KRONES parking and traffic rules (see chapter 19) must be followed on the plant grounds. Road traffic regulations apply in the public parking areas of KRONES AG.

The maximum permissible travel speed on the plant grounds is 20 km/h.

Plant Security must be contacted for information about which parking spaces to use. Parking spaces that are numbered or marked as reserved may not be used in particular.

Gates and passageways must be kept clear and open to allow traffic through. Rescue paths (e.g. for direct access by the fire brigade), equipment installed to fight fires (e.g. fire extinguishers, feeder devices), control cabinets, and driveways and entrances to buildings especially must not be blocked by vehicles or objects of any kind.

Non-KRONES vehicles and/or non-KRONES trailers must not be parked on the plant grounds overnight. Exceptions must be approved by Plant Security.

KRONES Equipment, Machines, and Installations

A written approval (material requisition form) must be created by the respective coordinator or department manager if property of KRONES AG is taken off the plant grounds. It makes sense to create a list of materials that documents the company property brought onto the factory premises as soon as work begins. We would like to point out that vehicles are inspected as a matter of routine when leaving the premises.

Building Site Accommodations/Containers on the Factory Premises

An approval must be obtained from the respective KRONES site manager and Plant Security personnel before mobile accommodations/containers are erected on the plant grounds (see chapter 14). This approval must be affixed in a highly visible area of the building container. Plant Security must be informed if heating systems are installed. The equipment and devices used in mobile accommodations as well as in other rooms and facilities must be operationally safe.

An information board that provides the following details must be affixed in a highly visible area of each mobile accommodation/container:

- Period of time the designated space will be occupied
 - Contact and telephone number of the erecting party
 - Name/phone number of the coordinator
- is to be attached.

Impermissible Behaviour

The following activities are prohibited on the company grounds in the interests of safety and orderly conduct:

- Removal or modification of safety and fire protection equipment
- Any and all types of commercial transaction
- Formal gathering and political activities
- Distribution of magazines, printed materials, leaflets, etc. without permission
- Entering the company grounds under the influence of alcohol
- Bringing alcoholic beverages in a quantity that exceeds a reasonable amount for personal daily consumption
- Copying, replicating, and reproducing documents – in particular photos of operative equipment and assemblies – without obtaining previous approval to do so
- Carrying any kind of weaponry
- Bringing animals
- Using telephone systems at the expense of KRONES AG
- Bringing individuals who do not have clearance to access the company grounds on site

Illegal Workers

It is prohibited to use illegal workers.

The contracting external company is responsible for ensuring that the employees they hire to work on the plant grounds have a valid social security card and, if applicable, a valid work permit.

Emergency Management Plan

The employees of the contractor must be informed of the designated escape routes and rescue paths as well as the defined gathering points by their superiors or supervisors. The information required for this purpose can be acquired from the coordinator.

In the event of a fire emergency, the fire department must be informed immediately by going to the next available telephone and dialling internal emergency number 11111 or by activating the closest fire alarm.

You should therefore always check to ensure you know where the nearest phone or fire alarm is before starting work.

All instructions given by the emergency responder team and other service personnel of KRONES AG must be followed.

Refer to chapter 17 for additional information.

Damage to Company Property

Contractor employees must avoid damaging componentry/machines (scratches, dents, etc.) when performing work-related activities.

Any damage that is caused must be reported without delay to the specialist department that assigned the work.

Confidentiality, Data Protection and Information Security

You are obligated to keep all trade and business secrets confidential throughout the duration of your assignment as well as after the assignment has been completed.

Files, drawings, documents, copies, and other relevant materials may not be taken out of the operating and business rooms of KRONES AG, nor may they be duplicated and/or made accessible to third parties.

Official approval must be granted from the managers of the respective organisational unit before photos, film or video material are taken.

The employees of Corporate and Plant Security are authorised to carry out checks on the plant grounds at any time in order to maintain safety, security and orderly conduct.

These checks extend to all individuals and vehicles as well as receptacles and objects brought on site.

Instructions and information provided by Corporate and Plant Security, Industrial Safety and the coordinator must be followed without delay or questioning.

Plant Security (Site Rules and Regulations)

The site rules and regulations of KRONES AG (see section 2 for general rules of conduct), and the safety instructions that apply to external companies, are to be recognised. Violations can be penalised by imposing an immediate ban prohibiting access to all sites.

Contractors that employ subcontracting companies bear responsibility for them and for conveying all relevant information as well as ensuring that this information is understood and acted on in a compliant manner. All company names, addresses, and persons in charge must be documented on the supplementary sheet designated for this purpose (see chapter 23).

3 Occupational Safety Information

Coordination of Work Activities

In order to coordinate the work carried out by the contractor with the work-related activities of the customer or other companies as per paragraph 8 of the occupational health and safety directive and the BGV A1 provision defined by German trade association regulations, an employee will be appointed as the central coordinator for answering questions on site and for coordinating scheduled work to avoid all potentially hazardous interactions. To this end, job-specific instructions are to be communicated with a view to determining and defining these hazards (see section 16). The coordinator has managerial authority over the employees of the contractor to the extent that this is required to ensure safe operational procedures. The supervisors of the contractors continue to bear responsibility for the safety of their employees, however. If contractors encounter other companies unexpectedly, they must be consulted with and debriefed to avoid engaging in potentially hazardous interactions.

Should employees of several companies be scheduled to work at a joint location, these companies are obligated to cooperate and collaborate with each other in maintaining the relevant safety and health protection requirements. In particular, the companies must communicate with each other as well as with their employees about all potential hazards associated with the work defined and coordinate measures to avoid these hazards as far as this is required to ensure the health and safety of everyone involved respective of the type of work carried out.

The regulations stipulated in paragraph 2, sections 1 and 2 of the BGV A1 provision that are binding for carrying out the work assignment must be observed.

General Safety Obligations

All contractors are required to maintain and uphold general safety obligations in addition to providing for the safety and well being of the individuals they employ. Specifically, this means that every employer must take steps to avoid any and all work-related hazards (e.g. that present themselves during excavation work), equipment or material hazards (e.g. uncovered excavation pits), and traffic hazards (e.g. unsecured passing points over excavation pits).

When installation or assembly openings, shafts, etc. are secured, the covering apparatus used must be sure-footed and unable to be moved. If there is a risk of slipping or sliding, suitable bracing with handrails must be provided.

Entering Work Zones

Work zones may only be entered to carry out the work defined.

KRONES Equipment, Machines, and Installations

KRONES equipment, machines, materials, and installations (e.g. forklift trucks, drills, and cranes) may only be used with the approval of the department manager of the respective area and only if the specialist department of the customer assigned to monitor the progress of the work involved is aware of this use. Briefing or orientation for the employee or employees may be required.

Safety Signs

Prohibited action signs, warning signs, mandatory compliance signs, safety and escape signs, and other, related signage affixed in work zones must be observed.

Travel Paths and Escape Routes

All travel paths and rescue and escape routes must be kept unobstructed.

Use of Ladders

All ladders used must be certified as compliant with the applicable accident prevention regulations and may only be used as they were intended.

Use of Scaffolds

Scaffolds must be designed and constructed in line with the respective regulations and requirements and have hand, knee, and foot rails.

Working on Sundays and Holidays

Contractors must obtain special approval from the respective trade inspectorate to carry out work on Sundays and holidays.

Tools, Machines, and Equipment

Tools, machines, and equipment may only be used if they comply with the applicable regulations and standards.

Vehicles must be tested for compliance with BGV provision D29. It must also be possible to verify that this test has been completed (documentation).

Diesel-Powered Vehicles and Machines

Any diesel-powered vehicles (e.g. diesel forklift trucks, front-end loaders, lifting ramps and hoists, etc.) that are operated in the halls/building facilities require approval!

If such operation is unavoidable, particulate filters, ventilation ducts, and other systems must be installed.

Roof Work

Rope or cable-retention mechanisms (personal protective equipment for avoiding falls) must be attached and secured at the designated attachment points (anchoring device) when repair work is carried out at or in the vicinity of the edges of a building. If no anchoring devices or other, suitable attachment points are available, a scaffold must be erected.

Skylight domes must not be walked on.

Roofs that do not have adequate load-bearing capacity (e.g. glass roofs and corrugated sheet roofs) may only be accessed when special safety precautions are taken.

Excavation Work

The company commissioned must consult with the respective specialist departments to learn about the exact location of live cables and water, gas, and other media-carrying lines prior to engaging in excavation work. Instructions and information given by these specialist departments must be observed. Drilling, probing, and all other types of digging and excavation work must be communicated to the construction and engineering department beforehand.

Construction areas, excavation pits, channels, ducts, shafts, and other work sites must be secured such that operating hazards are also avoided in low to very poor light conditions.

Exploratory digs may be necessary to unearth any potential munitions, for example, especially at the location in Neutraubling.

Working Near Cranes

The respective specialist department must be informed accordingly for any work carried out in the vicinity of cranes. Work may only commence after the work area has been safeguarded by securing the main operating switch for the crane and installing mechanical end stops, for example.

Completing Construction and Installation/Assembly Work

Companies commissioned to carry out construction and installation/assembly work must clean up and sweep their work area after all work has been completed. The roof structure may also need to be inspected for scrap and waste.

Waste Disposal

Waste that accumulates in carrying out a work assignment must be disposed of by the company commissioned for the assignment. This company is also responsible for ensuring that all relevant rules and regulations are maintained and that the waste is disposed of properly. Disposal of such waste on our grounds is only possible with the approval of the coordinator and following consultation with the waste management officer or safety officer.

Fire Protection

Fire protection systems, such as the fire alarm system or parts of it, may only be decommissioned after having informed Plant Security beforehand and having coordinated any necessary compensation measures. (Refer to chapter 18 for the form on deactivating smoke and heat detectors.)

Structural fire protection must not be compromised by the work assignment. Any necessary modifications (e.g. routing of cables through a firewall) must be approved by the coordinator. All fire protection systems must be reinstated correctly and as quickly as possible.

4 Questions Regarding Occupational Safety, Environmental Protection, Fire Prevention, and Plant Security

The relevant and applicable laws, regulations, and standards, as well as the stipulations defined by KRONES AG, must be observed to safeguard protection of the environment.

If any questions arise in conjunction with occupational safety, environmental protection, fire prevention, or plant security, do not hesitate to contact the PMuS ZS Occupational Safety/Environmental Protection department or the safety officers present on site.

5 Handling Hazardous Substances

General Information

When hazardous substances are handled, explosions, burns, poisoning, acid burns, and other accidents can occur. Handling these substances improperly can lead to chronic health injuries. The following rules must be observed and are binding when carrying out work at KRONES AG.

Approval of Hazardous Substances

Only chemical products that have been approved by Occupational Safety may be used. If products that have not received this approval are to be used, a material release must be applied for with the commissioning department. If these products will be used once only and application thereof will be minimal, a release for the assignment in question can be obtained from the hazardous substances contact point, in consultation with Occupational Safety and Environmental Protection, via the commissioning department.

Halogenated hydrocarbons must not be contained in the substances for which approval is being sought.

Instructions

Contractors must properly inform their employees about the specific hazards associated with and the safety measures required for handling hazardous substances. Suitable personal protective equipment may also need to be provided.

Designations

Hazardous substances may only be filled in suitable containers that are closed and secured and must be designated with the hazard symbol (i.e. flame), accompanied by the following information:

- Trade name
- Name of the manufacturer
- Safety advice
- Hazard details

Storage

Hazardous substances as made available in working areas or on sites may only be provided in the quantities that are required to continue carrying out the work prescribed.

Disposal

Hazardous substances (e.g. paint residues, solvents, adhesives, and oil) must never be allowed to enter the sewage system or soil and must be taken to a recycling centre or suitable disposal facility as dictated by law.

Combustible Liquids

Combustible liquids emit vapours that can produce explosive gas-air mixtures in certain concentrations. Vapours are usually heavier than air, collect at ground level, and can form plumes that follow the formation of the ground and amass elsewhere, such as in a pit or a depressed formation. Sources of ignition must be avoided when handling combustible liquids and working in areas conducive to explosion. Open flames and smoking are prohibited. Cleaning cloths soaked in combustible liquids, cleaning wipes, and similar must be deposited in closed and secured containers that are not combustible.

Asbestos Products

The use of asbestos products is generally prohibited. Exceptions include renovation and clean-up work. Handling asbestos, in particular in situations in which weak asbestos-bound products are involved, must be carried out in accordance with TRGS regulation 519, "Asbestos, demolition, reconstruction or maintenance work" and coordinated with safety officers in advance.

6 Cleaning

Coordination of Cleaning Work

Cleaning work must be carried out in coordination with the respective specialist department (annual planning, as required, etc.),

which specifies when and where such work is necessary as determined by the maintenance supervisor or manufacturing personnel responsible, for example.

Safety-Relevant Knowledge

The responsible parties appointed by the contractors are to be instructed accordingly on the machines and equipment to be cleaned (at least once annually and when substantial modifications to plant equipment are made). Potential hazards, safety zones, switching devices, etc. must be known by the responsible party of the cleaning company, and instructions and information communicated in this context must be documented.

Qualification for Employees

Operating instructions for the respective duties must be provided by the contractor. The contractor must inform and instruct his employees as well as document that this has taken place.

Handing Over Equipment

Machines and equipment are handed over to the contractor by the respective specialist department to be cleaned.

The status of the equipment and any special protective measures (equipment switched off, equipment in manual mode, etc.) must be specified and defined (operating instructions).

Checking and verifying the status agreed:

Before cleaning work is carried out, the responsible party appointed by the cleaning company must ensure that the aforementioned status of the equipment is as agreed.

Returning Equipment

After all cleaning work has been carried out, the contractor must return the equipment in proper technical condition and safe working order.

Recommissioning is performed by the respective specialist department.

The contractor is responsible for ensuring the safety of his employees!

7 Electrical Equipment

Electrical Connections

Existing switchgear or distribution systems may only be accessed after the respective specialist departments have granted approval to do so.

Switching Measures

Required switching measures must be communicated to the electrical servicing companies in charge via site management personnel, and these companies must approve of such activities before they are carried out.

All areas affected by these measures must also be informed well in advance and their consent obtained.

Construction Site Distribution Board

The respective specialist department is responsible for configuring, installing, and maintaining a construction site distribution board, provided that this is made available by KRONES, and must also route the feeder cable. The operating company of the distribution board must be documented in writing. Other power sources (building power sockets) may not be used to supply construction site facilities or to connect electrical equipment or cable extensions.

Safety Rules

The "5 safety rules" apply to all work carried out at or in the vicinity of electrical equipment. To this end, such equipment must be deactivated or an effective contact protection mechanism must be installed for work carried out in the vicinity of open or unprotected electrically conductive parts. Work involving live systems may only be carried out in exceptional cases and in the presence of suitable interim protective measures. The written work instruction required for this purpose must be communicated and justified to the respective site management personnel.

Intended Use of Hand-Held Tools

Only safe hand-held tools and equipment (e.g. VDE-compliant electrical tools, VDE-certified rubber hose line for mobile consumers) may be used and only as intended. All required personal protective equipment must also be worn.

Building Lights and Other Utilities

Building lights used outside production times may only be switched on for the work area in question and must be switched off after the work has been completed.

These measures also apply accordingly to other supply lines. The respective specialist departments must always be notified **in advance** of work involving supply lines and power supply networks.

Working in the Vicinity of Electrically Conductive Equipment

If work must be carried out in the vicinity of electrically conductive equipment or assemblies, the qualified electrician in charge must be notified accordingly by way of the coordinator. The electrician will then decide which measures are required.

Regulations

All work carried out on assemblies, machines, equipment, and similar must comply with the applicable guidelines and regulations.

8 Welding and Open-Flame Operations

Approval for Open-Flame Operations

If open-flame operations (welding, cutting, separating, grinding, soldering, etc.) are required for a work assignment, approval must be obtained from the PMuS ZS Occupational Safety/Environmental Protection department or from a maintenance supervisor. The operation permit (see sample in section 12) must be filled out and be readily available for presentation.

A suitable and inspected fire extinguisher is required at minimum for all of the aforementioned work.

Open-flame operations that are performed in specially equipped workshops (stationary welding workstations) do not require an operation permit.

Safety Measures

Removing Combustible Objects

All combustible objects or materials must be removed from the danger zone and, if required, also from neighbouring rooms (applies to gas-filled bottles as well).

Covering Combustible Objects

Combustible objects (e.g. wood-based constructions) that cannot be removed from the danger zone must be covered.

Sealing Openings

All openings such as joins, crevices, pipe ducts, and open pipelines must be sealed in a fire-proof manner using fire-proof materials.

Firewatch team

A firewatch team equipped with suitable fire-fighting resources must stand by during the welding work if combustible objects that cannot be removed from the danger zone are present.

Post-Work Inspection

Immediately after the work has been carried out, the working area must be thoroughly inspected for scorching, fire pockets and hot spots while paying attention to any smells of burning material. These inspections must be repeated several times. Immediately douse or cool down conspicuous areas. This action must be performed by the welder or by another reliable and suitable individual.

Gas bottles must be properly closed, secured and stored as required. Storing gas bottles on rooftops is not permitted.

Welding equipment, devices and fittings must be checked on a routine basis.

Mobile welding devices must be equipped with a hand-held fire extinguisher.

Every welder is responsible for the work he carries out!

9 Working in Containers and Tight Spaces

"Tight spaces" include the following:

Containers, bowls, tanks
Pipelines, ducts
Girder sections of cranes, hollow spaces in machines
Pits, shafts, small cellar rooms
Elevator- shafts and manholes

Hazards can arise from:

The limited amount of air available and poor air circulation
The previous content of the container (residual material) or media that is still flowing
The operating resources (paints, adhesives, cleaning agents, etc.) required to carry out the work
Dust, gases, welding smoke, etc. that are produced during the work assignment
The use of electric hand-held tools, electrical equipment, etc.
Installations (conveyor and transport systems, stirrer units, measuring equipment)

Guideline Principle

Work in tight spaces or containers may only be started after the respective coordinator has filled out the accompanying operation permit (see sample in section 15) and the protective measures referenced therein have been implemented and are effective.

The PMuS ZS Occupational Safety/Environmental Protection department and the safety officers will offer assistance in creating the operation permit if asked to do so (BGR 117, section 5.3).

10 Response to Accidents, Environmental Damage, and Fire Incidents

In the event that an accident, environmental damage, or a fire incident occurs at a contractor construction or installation site, the employees of the external companies also have access to the company medical services and on-site rescue support provided by KRONES AG (see the rescue service and first aid posted notices in section 17).

The company-specific requirements of the contractor as regards notifying public authorities in the event of an accident shall not be affected.

The supervisor responsible for coordinating the initial response to an accident, environmental damage or fire incident as named in the contractor declaration is obligated to provide immediate notification to the following departments and individuals at KRONES AG:

Plant Security/Safety Control Centre
Safety officer
Designated coordinator

11 Principles of Our Environmental Policy

KRONES not only uses its machines and equipment installations to improve access to clean water in all parts of the world, but also contributes to sustainable environmental protection. To this end, the principles of our environmental policy form the guidelines for the actions we take.

- We examine all activities for sustainability, in order to ensure our long-term existence. In doing this, we not only face up to our social and commercial responsibilities, but also respect the ecological framework that is inextricably linked to the production and use of our products.
- Where economically feasible, we take every opportunity to maintain and develop our production sites in a sustainable manner. We comply with the legal requirements and do all we can to ensure that we are as far below the authorised limits as possible.
- Careful use of resources is a basic tenet of all that we do.
- We ensure that every stage of production is as environmentally friendly as possible. This applies to each step of production, as well as to disposal of all of the materials used in production.
- We support our customers by helping them design production processes that conserve resources. Through the environmentally sound design of our machines and systems, and the associated production advantages gained, we ensure our customers are on the right footing.
- All topics relating to environmental policy are available for discussion with interested parties, such as the authorities and our neighbours, in public and open dialogue. This proactive information policy is the basis for a close working relationship based on trust.
- We promote a sense of environmental awareness in our employees and support them as they implement environmentally friendly practices.

These guidelines must be observed by our suppliers and service providers when they carry out work for KRONES.

12 Operation Permit for Welding, Cutting, Soldering, Thawing, and Grinding Work in Areas Subject to Catching Fire

Plant Neutraubling Nittenau Flensburg Steinecker Rosenheim

1	Person in charge	Name _____ First name _____			
		Department or external company _____			
		Date	From	o'clock	To
					o'clock
2	Place of work	_____			
3	Work order	_____			
4	Work practice	<input type="checkbox"/> Welding <input type="checkbox"/> Cutting <input type="checkbox"/> Flame straightening <input type="checkbox"/> Grinding <input type="checkbox"/> Soldering <input type="checkbox"/> Thawing			
		<input type="checkbox"/>			
5	Safety Measures	<input type="checkbox"/> Remove combustible objects and materials, including accumulated dust and dirt, from the place of work within a radius of _____ m and – as required – also from neighbouring rooms and spaces			
		<input type="checkbox"/> Cover combustible objects such as wooden beams, wooden walls, wooden flooring, plastics, etc.			
		<input type="checkbox"/> Seal openings, wall openings, troughs, ducts, joints, crevices and similar using non-combustible materials			
		<input type="checkbox"/> Remove wall and ceiling panels and insulating and damping materials			
		<input type="checkbox"/> Close pipes, ducts, shafts, apparatuses and containers using non-combustible materials			
		<input type="checkbox"/> Provide a firewatch team armed with suitable fire-fighting equipment and extinguishing agent			
6	Firewatch team	During work	Name	Pho ne	
		Following work	Name	Pho ne	Durati on hrs
7	Alarming procedure in a fire incident	Alarm the fire department (via pushbutton alarms, if available) <hr/> Inform Plant Security/Safety Control Centre: Phone: 1 1111 <hr/> Inform the department manager			
8	Provisioned fire-fighting equipment and extinguishing agent	<input type="checkbox"/> Fire extinguisher with <input type="checkbox"/> Water <input type="checkbox"/> CO ₂ <input type="checkbox"/> Powder <input type="checkbox"/> Foam <input type="checkbox"/> Filled water bucket <input type="checkbox"/> Connected water hose <input type="checkbox"/> Fire blankets <input type="checkbox"/>			
9	Deactivation of fire protection system	We would like to make the person or persons in charge of carrying out the deactivation aware of the fact that automatic fire protection systems are installed in many areas. If it is necessary to carry out partial deactivation to prevent a fire protection system from triggering, the form titled "Application for Deactivating Smoke/Heat Detectors in the Fire Alarm System" must be used.			
10	Permit	The permit is only valid if it bears the official signature of the Occupational Safety department or that of the maintenance supervisor and the on-site manager or supervisory person responsible (for internal construction sites). The safety measures listed in section 5 must be implemented prior to starting work. The accident prevention regulations defined by the employers' liability insurance association (e.g. BGV A1 §§ 21, 22 and BGR 500, chapter 2.26), applicable state ordinances for preventing fires, and the safety regulations stipulated by the insurance agencies must be observed.			

_____	_____	_____
Date	Name: Occupational Safety/maintenance supervisor	Name of the on-site manager or supervisory person responsible (for internal construction sites)
_____	_____	_____
Signature of executing party	Signature	Signature

Note to on-site manager/supervisory person: Sign, scan and e-mail form to PMuS ZS (arbeitssicherheit@krones.com).

13 Notification of Construction and Installation/Assembly Work

		Notification of Construction and Installation/Assembly Work		
Sender:		Memb. no.		
		Employers' liability insurance association:		
(Required as of 10 work shifts/scope of work exceeding 80 hrs) as per paragraph 3 of the accident prevention regulations governing construction work, BGV C22 (previously VBG 37). The notification should be communicated no later than 14 days prior to the start date of the construction work.				
		Release for work assignment from employers' liability insurance association		
		STBM no.:		
		Resp.:		
Executing company:				
Work to be done:				
Contracting body/building owner:				
Location of construction site:				
Street and no.:				
Postcode, city/town				
Commencement of work				
Projected duration				
Average number of persons involved in project:				
Name of construction site manager/supervisor				
		Yes	No	Comments
Has the supervisor participated in a training course on occupational safety from the employers' liability insurance association (paragraph 4, section 2 of BGV C22 accident prevention regulations)?		<input type="checkbox"/>	<input type="checkbox"/>	
Have the obligations of the contractor been transferred in writing to the supervisor as per paragraph 12 of BGV A 1, "General Regulations"?		<input type="checkbox"/>	<input type="checkbox"/>	
Is the construction site manager/supervisor provided with written installation/assembly instructions (paragraph 17 of BGV C22)?		<input type="checkbox"/>	<input type="checkbox"/>	
Are attachments for the lifting of persons (BGR 159) used and is involvement of the employers' liability insurance association communicated?		<input type="checkbox"/>	<input type="checkbox"/>	
Miscellaneous:				
_____ the _____		_____		
		Signature		

14 Location and Space Assignment for Building and Office Containers

Location and Space Assignment for Building and Office Containers

- 1) Company: _____
- 2) Address: _____

- 3) Construction manager: _____ site _____
- 4) Phone: _____
- 5) Installation site: _____
- 6) Assigned from: _____ to: _____, _____ m²
- 7) KRONES construction site manager: _____
Phone: _____

Location and space were approved.

Date

KRONES construction site manager

Date

Plant Security

Copies:

1x external company

1x KRONES construction site manager

1x Plant Security

15 Operation Permit for Work Carried Out in Containers and Tight Spaces

Operation permit
 for Work Carried Out in Containers and Tight Spaces

(As per section 5.3 of the "Guidelines for Working in Containers and Tight Spaces" [BGR 117])

Object/location/place of work: _____

Type of work: _____

Supervisor: _____

1 Preparatory protective measures

1.1 What materials are or were available? _____

Quantity/concentration? _____

1.2 What materials can be produced? _____

Quantity/concentration? _____

1.3 Existing equipment? _____

1.4 Equipment brought in? _____

1.5 Access openings to be uncovered? _____

Number? _____

Size? _____

2 Definition of protective measures

2.1 Draining required? _____

Yes No

Type _____

:

2.2 Removal of residual residue required? _____

Yes No

Type _____

:

2.3 Separation required? _____

Yes No

If yes, measures: _____

2.4	Ventilation system: <input type="checkbox"/> Natural <input type="checkbox"/> Engineered If engineered, measures: _____ _____	
2.5	Air analysis required?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.6	Respiratory protection required?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If yes, what type: _____ _____	
2.7	Equipment available or brought in?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If yes, safety measures: _____ _____	
2.8	Personal protective equipment required?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If yes, what type: _____ _____	
2.9	Explosion protection measures required?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If yes, what type: _____ _____	
2.10	Track security guards	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Required rescue equipment: _____ _____	
3	Withdrawal of protective measures by: _____ Designated protective measures observed: Enabled _____ From _____ at _____ o'clock Supervisor To _____ at _____ o'clock _____ Date Coordinator or operator	

16 Protocol for assignment-specific instructions

Protocol for assignment-specific instructions			
1	Contractor declaration is available:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	"Safety Instructions for External Companies" distributed:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2	Site survey:	Date: _____	
		Place/building _____	
		Facility: _____	
3	Special assignment-specific hazards/procedures:		
	Waste- and residual waste disposal as per KrW-/AbfG	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Falling hazard	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Asbestos	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Construction Site Distribution Board	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Diesel-powered vehicle in buildings	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Own vehicles (forklift trucks, etc.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Access to/intervention in switchgear-/distribution systems (approval from specialist department)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Tight spaces (inspection permit)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Explosive area (written approval from operating company)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Work posing a fire hazard (approval required)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Fire detection and extinguishing systems	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Escape- and rescue paths	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Conveyor and transport systems (operating instructions)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Hazardous substances (release, operating instructions, storage)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Supply lines (approval from specialist department)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Noise emissions	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Assembly/disassembly	<input type="checkbox"/> Yes	<input type="checkbox"/> No

- Non-traversable ceilings Yes No
- Spatial separation required (site fence) Yes No
- Cleaning work (operating instructions) Yes No
- Sub-contractor Yes No
- Environment-related systems/concerns as per WHG Yes No
- Environment-related systems as per BImSchG Yes No
- Instruction to employees of external companies Yes No
- Use of KRONES-equipment Yes No
- Use of ladders and scaffolds Yes No
- _____ Yes No
- _____ Yes No

4 Measures for avoiding aforementioned hazards: _____

5 Information to additional specialist departments: (e.g. Occupational Safety, Environmental Protection) _____

6 Signatures:

Date

Participants:

Specialist
 department/company:

Name

Signature

Coordinator (minute
 taker):

Name

Signature

Site supervisor:

Name

Signature

17 Behaviour in the event of a fire/rescue service and first aid (Neutraubling)

Verhalten im Brandfall

Ruhe bewahren

1. Brand melden  Brandmelder betätigen oder

 **Telefon: 11111 (oder 0-112 + 11111)**
 Wer meldet?
 Was ist passiert?
 Wie viele sind betroffen/verletzt?
 Wo ist es passiert?
 Warten auf Rückfragen!

2. In Sicherheit bringen Gefährdete Personen mitnehmen
 Fenster und Türen schließen

 Gekennzeichneten Rettungswegen folgen
 Aufzug nicht benutzen
 Anweisungen beachten

3. Löschversuch unternehmen    Feuerlöscher, Wandhydranten/Löschschlauch, Mittel und Geräte zur Brandbekämpfung benutzen

Rettungswesen und Erste Hilfe

Ruhe bewahren

Leichte Verletzungen:

- Nächsten Sanitätsraum oder Verbandskasten aufsuchen
- Ersthelfer verständigen

Eine Liste der Ersthelfer im Einzugsbereich ist im Intranet hinterlegt: Intranet/Dienste/Betriebsarzt/Übersicht Ersthelfer

Schwere Verletzungen:

1. Unfall melden  **Telefon: 11111 (oder 0-112 + 11111)**
 Wer meldet?
 Was ist passiert?
 Wo ist es passiert?
 Wie viele sind verletzt?
 Welche Art von Verletzungen?
 Warten auf Rückfragen!

2. Erste Hilfe  Versorgung der Verletzten
 Anweisungen beachten

3. Weitere Maßnahmen Rettungsdienste einweisen, Schaulustige entfernen

Wichtige Rufnummern:

Betriebsarzt	Tel.: 1 2802
Betriebssanitäter	Tel.: 1 1000

Notfallrucksack und Frühdefi befinden sich Im Sanitätsraum der Halle 9.6.

Ein weiteres Frühdefi finden Sie in der Sicherheitsleitzentrale (Gebäude 0.4, Erdgeschoss).

18 Application for Deactivating Smoke/Heat Detectors in the Fire Alarm System

Please submit this application in the plants as follows:

- Neutraubling: * Safety Control Centre (SLZ), building 0.4, ground level
- Nittenau: * Safety Control Station (SLS), gate
- Freising: * Reception/Plant Security, administration building 1.2, ground level
- Rosenheim: * Construction/Building Management, gate
- Flensburg: * Safety Control Station (SLS), reception

Remark SLZ, SLS; reception/Plant Security, gate, Construction/Building Management for consultation with Occupational Safety

I hereby confirm that the smoke/heat detectors listed below must be temporarily deactivated to meet operative requirements.

Smoke/heat detectors to be deactivated	1.	(e.g. 1035/01)	5.
	2.		6.
	3.		7.
	4.		8.

Duration of deactivation	The above-listed smoke detectors are to be deactivated	on/from	to
	<input type="checkbox"/> during workdays	of	o'clock to o'clock
	<input type="checkbox"/> for an extended period of time (requires consultation with fire protection officer/Occupational Safety)		
	If the work to be carried out is completed earlier or takes longer than specified, the departments listed above (*) must be notified accordingly. The submitter of the application is responsible for notifying a fire incident while the detectors are deactivated.		

Justification	

Applicant		Phone	
------------------	--	--------------	--

Company/department	
---------------------------	--

buildings	
------------------	--

Signature of applicant	Name	Signature of accepting department
------------------------	------	-----------------------------------

Confirmation of Occupational Safety for extended period of	Name	Remarks, Occupational Safety

deactivation

Signature

19 Parking and Traffic Rules

Traffic Rules

1. Consideration

Mutual consideration of others must be practised on the plant grounds of KRONES AG. This applies in particular when "special traffic" (forklift trucks, heavy goods vehicles, and vehicles carrying wide loads) is encountered. Operators must always establish eye contact with each other.

2. Speed Limit

The maximum speed limit for all types of vehicle is 10 km/h inside building facilities and 20 km/h in the surrounding plant areas (outdoors, parking spaces, etc.).

3. Traffic Supervision

Traffic supervision is carried out by Plant Security. Instructions and signs given by Plant Security staff and by operational managers acting in their area of responsibility must be followed. This information overrides the general traffic regulations and signage posting special rules of conduct in designated places.

4. Escape and Rescue Routes

Gates and passageways must be kept clear and open to allow traffic through. Marked escape routes and rescue paths in particular, as well as driveways and entrances to buildings, must not be blocked or obstructed by vehicles or objects. Travel paths must be kept clear and open. Objects must not protrude onto these travel paths or be placed on them. Systems and equipment designed to provide first aid and fight fires, and switchgear assemblies, must remain unobstructed and easy to access.

5. Markings/Signs

Blocked areas (e.g. barrier tape, chains), markings (e.g. keepout areas, pedestrian walkways, pedestrian crossings) and traffic signs (e.g. parking and no-parking zones) must be strictly observed by all operators at all times.

6. Driving Permit

Handling equipment (forklift trucks, electric vehicles, etc.) may only be operated by individuals who have a valid and appropriate driving permit, have been authorised in writing by the respective organisation unit to operate these vehicles, and have received annual training.

Other motorised company vehicles (fleet vehicles, electric scooters, etc.) may only be operated by individuals who are in possession of a valid and appropriate driving permit.

Company vehicles that are not licenced and authorised for use on public roads must not be operated outside the plant grounds.

7. Obligation to Exercise Diligence

Vehicle operators may only back up or travel in reverse if they are confident that doing so will not put anyone in danger.

If clear visibility is not possible, the operator must receive guidance instructions from outside the vehicle.

8. Privately-Owned Vehicles

Employees are not allowed to drive onto the company grounds in privately-owned vehicles. Special exceptions to this rule are granted by Plant Security.

Parking Rules

The public parking facilities (parking lot, underground car park, bicycle stand, etc.) of KRONES AG may only be used to park motor vehicles and two-wheeled vehicles as intended. The road traffic regulations that apply to roadgoing drivers are valid here as well.

Use of the parking area automatically implies that the operator is in agreement with the parking rules. The following rules extend to **employee parking spaces**:

1. Liability

Using the parking facilities is done at your own risk. KRONES AG **assumes no liability** for damage caused by employees, other users, or third parties.

2. Duty of Care

Surveillance or monitoring of parked motor vehicles and two-wheeled vehicles as well as any other activity that goes beyond the scope of providing general access to the area does not constitute part of the use agreement. KRONES AG assumes **no duty of care**. The parked vehicle must be locked and properly secured.

3. Damage

Users must ensure that the parking rules are also observed by persons accompanying them and that damage to the property of KRONES AG, its employees, and other users does not occur. Any damage that does occur must be reported to Plant Security without delay.

4. Signs and Markings

Users must follow the instructions given by Plant Security personnel and observe all traffic and other signs (road traffic regulations).

5. Parking

Parking at Krones AG is only allowed in the employee parking spaces designated as such. Parking on travel paths, entryways and access points to the parking spaces, and on green islands is prohibited (access road for rescue service/fire department must be left unobstructed).

It is also prohibited to park at drop-off points for heavy goods vehicles and in front of production facilities (gates/doors/escape routes). This rule also applies on night shifts and on Saturdays, Sundays, and bank holidays. Parking in specially designated parking spaces (e.g. for women and handicapped people) is only allowed for authorised individuals (the Krones parking sign for specially designated parking spaces must be placed inside the vehicle).

This rule also applies on night shifts and on Saturdays, Sundays, and bank holidays.

Parking Permit

A KRONES parking sign (available from Plant Security) must be placed in a visible location on the dashboard of every vehicle that occupies a KRONES employee parking space.

On-Site Parking Spaces

Designated, reserved, or numbered parking spaces on company grounds may only be used by authorised persons. Designated parking areas that are not reserved or numbered (e.g. in the central parking lot) are for other company vehicles (Service, Sales, etc.). Designated temporary parking zones for loading and unloading are to be used as intended (maximum parking time of 30 minutes). Fleet vehicles may only be parked in the fleet vehicle parking lot. Specially designated parking areas, such as those reserved for long-term parking, handicapped persons, and women, may only be used with special permission (obtainable from Plant Security or BR).

6. Using the Parking Spaces

KRONES parking spaces on and outside the plant grounds must never be used to:

- Make repairs to vehicles that extend beyond the scope of a makeshift repair
- Drain cooling fluids, fuels and lubricants or any type of oil
- Sleep overnight (including in mobile homes, caravans, or similar)

7. Bicycles

Privately-owned bicycles must be parked in the bicycle stands as provided. Privately-owned bicycles may not be parked at or in buildings, on passageways, travel paths, and escape routes, at the place of work, or similar locations.

Measures Implemented for Violations

1. Violating the parking and traffic rules can result in a ban prohibiting vehicle entry/parking or legal consequences.
2. KRONES AG can also tow away the vehicle at the expense and liability of the user if:
 - There is imminent danger (e.g. caused by leaking, environmentally hazardous liquids) or other defects are present that prevent the parking facility from being used as intended
 - The vehicle is not road legal or is immobilised by the police during the parking period
 - The vehicle interferes with normal operating processes and procedures.

Affected individuals are **not informed of the tow** by Plant Security, since the owner of the vehicle is usually not known at this point. Information about the tow can be obtained from the Safety Control Centre.

3. If vehicles that were parked in violation of the parking and traffic rules are discovered, KRONES AG reserves the right to attach a parking clamp in order to identify the driver (if no Krones parking disc is available).

20 Notes for Visitors

1. For potential hazards involved by entering the premises and for resulting claims for damages, the legal regulations apply. KRONES AG shall not be held liable for any objects carried along.
2. The visitor pass entitles the visitor to enter the premises during normal working hours only. Access is permitted to the declared departments and to the associated premises and facilities only.
3. Please keep on the designated routes, to avoid hazards caused by in-house traffic.
4. The visitor card issued must be carried by the individual in a way that is easy to see and read at all times and must be returned to Plant Security personnel when the plant is exited.
5. Announcing or publishing information about events and interactions that transpired in our company, taking notes and making sketches, and taking pictures during the visit are prohibited unless express approval is provided.
6. Immediately leave the building if there is an evacuation alert (siren). Seek the collection point designated in the site plan or follow the instructions of your company contact.
7. We would like to point out that the plant security staff is authorised to inspect visitors and briefcases if they are suspected of having committed an offence. Proof of ownership may need to be provided for objects and possessions that you have on your person.
8. If the premises are entered in a vehicle, the permissible maximum speed of 20km/h must not be exceeded; Pedestrians and KRONES vehicles have right of way. Information about the whereabouts of the driver must be provided in a highly visible location inside the vehicle for vehicles parked on company grounds. Vehicles must be parked in such a way that operating processes and procedures are not hindered.
We would like to point out that vehicles are inspected as a matter of routine when leaving the premises. Proof of ownership may need to be provided for objects and possessions that you have on your person.
9. Manufacturing and assembly areas may only be accessed after security instructions by your attendant or coordinator.
10. For welding according to the regulations of the Accident Prevention & Insurance Association (BGR 500) outside of the designated workshops during your visit, a hot-work permit must be obtained from the Plant Safety & Security Department.

21 Supply Chain Security Incl. Sanctions Lists

To ensure supply chain security in accordance with customs security requirements, the contractor shall give the necessary organisational instructions and take the necessary organisational measures for supplies and services (hereinafter referred to as "Supplies") to KRONES or to third parties designated by KRONES, in particular in the fields of property protection; business partner, staff and information security; packaging, and transport, to ensure that

- the Supplies that are produced, processed, stored, transported, handled or delivered or transferred to a third party by order of KRONES are produced, processed, stored, transported, handled, delivered or transferred at secure premises and at secure handling sites;
- the Supplies are protected from unauthorised access during their production, processing, storage, transport, handling, delivery and transfer and any other provision of the agreed Supplies by the Contractor;
- the staff deployed by the Contractor for producing, processing, storing, transporting, handling, delivering and transferring or otherwise providing the agreed Supplies are reliable;
- the staff deployed or employed by the Contractor comply with the provisions of Regulation (EC) 881/2002 imposing certain specific restrictive measures directed against certain persons and entities associated with the Al-Qaida network (as amended), and with Regulation (EC) No. 2580/2001 on specific restrictive measures directed against certain persons and entities with a view to combating terrorism (as amended);

The results of the ongoing checks conducted on the basis of these Regulations shall be provided to KRONES automatically and without delay if any parties are found to be listed in the sanctions lists. KRONES reserves the right to perform audits of the documentation of results of these continuous verifications regardless of any analogies;

- the sub-contractors of the Contractor are also required to implement measures ensuring the above security standards in the supply chain in compliance with customs security requirements;
- all goods identified as air cargo at KRONES sites and at the sites of KRONES business partners are held or stored in special security restricted areas which meet the requirements of the German Aviation Security Act (Luftsicherheitsgesetz, LuftSiG), Regulations (EC) 300/2008, (EC) 185/2010, (EC) 173/2012, (EC) 272/2009 and all other currently applicable national and international statutory provisions;
- in accordance with statutory requirements (11.1. of the Annex to Regulation (EC) 185/2010), the employer conducts pre-employment checks on all staff who are to have access to goods identified as air cargo (at KRONES sites and / or the sites of KRONES business partners) prior to commencement of their work in the security restricted area.

Staff with access to identifiable air cargo shall also have completed training pursuant to 11.2.3.9 of Regulation (EC) 185/2010. Any other persons granted access, under supervision, to the security restricted area must follow the instructions of the staff.

Rules, regulations and measures that apply in this context are recognised, followed and implemented accordingly.

22 Contractor declaration (for foreign companies that perform work on the KRONES plant grounds)

Please submit the completed declaration to the commissioning department before starting work!

To be completed by the ordering party			
Commissioning department			
Name of coordinator		Phone:	
Construction site / installation/assembly site		Machine/system:	
Building:		Inv.- no.:	
Start:		End:	
Order:			
To be filled in by the contractor			
Address of contractor:		Local advisory person:	
Company:		Name:	
Represented by:		Position:	
Postcode, city/town		Phone (building site)	
Phone:		Responsible BG:	
<p>The signing parties have taken due note of the relevant safety instructions and following items and confirm that they will maintain and uphold them as verified by their signatures.</p> <p>1. Plant Security (site rules and regulations): The site rules and regulations of KRONES AG (see section 2 for general rules of conduct) are recognised. Violations can be penalised by imposing an immediate ban prohibiting access to all sites.</p> <p>2. Environmental Protection: The relevant and applicable laws, regulations, and standards, as well as the stipulations defined by KRONES AG, must be observed to safeguard protection of the environment.</p> <p>3. Occupational protection Collaboration as per BGV A1, paragraph 6 (coordination): In order to coordinate the work carried out by the contractor with the work-related activities of the customer or other companies, an employee will be appointed as the central coordinator for answering questions on site and for coordinating scheduled work to avoid all potentially hazardous interactions. To this end, job-specific instructions are to be communicated with a view to determining and defining these hazards (see section 16). The coordinator has managerial authority over the employees of the contractor to the extent that this is required to ensure safe operational procedures. The supervisors of the contractors continue to bear responsibility for the safety of their employees, however. If contractors encounter other companies unexpectedly, they must be consulted with and debriefed to avoid engaging in potentially hazardous interactions. The regulations stipulated in paragraph 2, sections 1 and 2 of the BGV A1 provision that are binding for carrying out the work assignment must be observed.</p> <p>4. Supply Chain Security Incl. Sanctions Lists The rules, regulations and measures that apply in this context (see section 21) are recognised, followed and implemented Contractors that employ subcontracting companies bear responsibility for them and for conveying all relevant information as well as ensuring that this information is understood and acted on in a compliant manner. All company names, addresses, and persons in charge must be documented on the supplementary sheet (see chapter 23) in the contractor declaration.</p>			



<p>Date/signature and stamp of contractor</p> <p>Name of authorised signatory ¹: _____</p> <p>Position: _____</p>	<p>Date/signature of contracting body</p> <p>¹ as stated on extract from the commercial register</p>
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23 List of subcontractors

Address of contractor:		Local advisory person:	
Company:		Name:	
Represented by:		Position:	
Postcode, city/town:		Phone (building site):	
Phone:		Facility:	

Address of contractor:		Local advisory person:	
Company:		Name:	
Represented by:		Position:	
Postcode, city/town:		Phone (building site):	
Phone:		Facility:	

Address of contractor:		Local advisory person:	
Company:		Name:	
Represented by:		Position:	
Postcode, city/town:		Phone (building site):	
Phone:		Facility:	

Address of contractor:		Local advisory person:	
Company:		Name:	
Represented by:		Position:	
Postcode, city/town:		Phone (building site):	
Phone:		Facility:	

Address of contractor:		Local advisory person:	
Company:		Name:	
Represented by:		Position:	
Postcode, city/town:		Phone (building site):	
Phone:		Facility:	